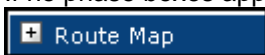


Moving Your ACES Form to Right Step Job Aid

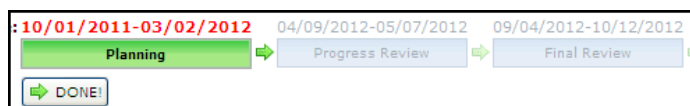
Only the Appraising Manager can move a form from phase to phase (i.e. Progress Review to Final Review.) Appraising Managers having difficulty can contact their [ACES Coordinator](#) for assistance. Some ACES Coordinators can move the documents to the right phase for you or you can request HRD to move the forms via [ACESHelp](#).



Appraising Managers – Determine the Phase of your Reporting Manager’s ACES Form

1. Log into ACES at <https://performancemanager4.successfactors.com/login?company=MA&> and click to **My Forms** tab.
2. Find your reporting manager’s ACES form. Click on the link to access the form.
3. The current phase of the form will have green backfill (see diagrams below).
4. If no phase boxes appear at the top of your ACES form, click on + sign near **Route Map**

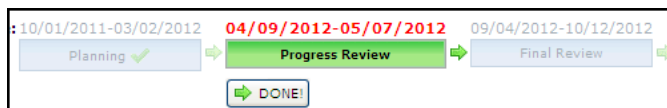
 to view the current stage of the form.

Forms in Planning Stage


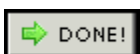


1. Ensure that the reporting manager has completed the following information on his/her ACES form:
 - **Manager Objectives.** Entered at least two and up to four Manager Objectives;
 - **Weights.** Ensure that weights of Manager Objectives add up to 100%; and
 - At least one and up to three Career Growth Objectives entered.
2. Make any edits to the objectives.
3. At the top or bottom of the form, click on **DONE**  button.
4. In text box, enter optional comments to include in an email notification to your reporting manager. (Comments entered in this text box are neither required nor are incorporated into the reporting manager’s ACES form).
5. Click on **DONE**  button to move form to Progress Review Stage.

Forms in Progress Review Stage



Appraising Manager should complete the following:

1. **Manager Objectives**
 - ☐ Review the comments (if any) by your Reporting Manager. Add comments in “**Progress Review Comments by Appraising Manager**” box.
 - ☐ Assign a Progress Rating to each Manager Objective.
2. **Progress Review Overall Rating and Comments:** Select an overall progress review rating, and enter overall progress review comments.
3. At the top or bottom of the form, click on **DONE**  button.
4. In text box, enter optional comments to include in an email notification to your reporting manager. (Comments entered in this text box are neither required nor are incorporated into the reporting manager’s ACES form).
5. Click on **DONE**  button to move form to Progress Review Stage.

If you have additional questions, please contact your [ACES coordinator](#) or send email to [ACESHelp](#).